

- Go to **Insert > Titles** on the Menu bar.
 - Click on the **Titles** icon on the Formatting toolbar.
 - Right-click in the chart area and select **Insert Titles** in the context menu.
- 3) Enter or edit the text in the appropriate text box(es).
 - 4) Click **OK** to close the dialog. If desired, click outside the chart to leave edit mode.

i Tip

The text of a title (but not formatting) can be modified directly. With the chart in edit mode, double-click on the text to directly change it. Use *Shift+Enter* at the end of the line to create an additional line that splits the text.

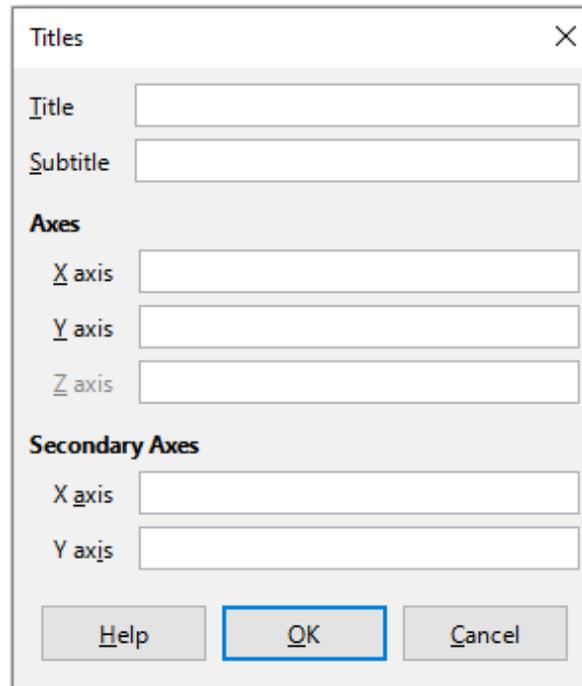


Figure 83: Titles insertion dialog

Formatting text

Use a more extensive Titles dialog to format the appearance of a chart title, subtitle, or axis name. To access this dialog:

- 1) Select the chart by double-clicking on it to enter edit mode. The chart should now be surrounded by a gray border.
- 2) Do one of the following to open the Titles dialog for formatting (Figure 84):
 - Click **Format > Title** and select the desired type of title or the **All Titles** option.
 - Click on the element in the chart, right-click, and select **Format Title** (or appropriate element) from the context menu.
 - Click on the element in the chart or select it in the *Select Chart Element* drop-down list on the Formatting toolbar. Then select **Format > Format Selection** on the Menu bar or click on the **Format Selection** icon on the Formatting toolbar.
- 3) Format titles or names as needed. The options are self-explanatory or easily researched.
- 4) Click **OK** to close the dialog. If desired, click outside the chart to leave edit mode.